



Instructions for Oral Presenters

General Instructions

The length of the oral presentations is as follows:

- Plenary Talk: 40 minutes (30 min presentation + 10 min Q&A),
- Topic Invited Talk: 30 min (25 min presentation + 5 min Q&A),
- Selected Contributed Talk: 20 min (15 min presentation + 5 min Q&A).

All talks will be streamed live on [Fourwaves](#). The talks will be recorded and made available for later viewing.

Instructions for registration to the Fourwaves platform and usage are provided in the *Guidelines for the Fourwaves Platform* section below.

Please note that the **presentation of the oral contribution, either on-site or online, is required for submission of the corresponding contributed paper to the SOFT 2022 Proceedings.**

On-site participation

The speakers who will be present in Dubrovnik (on-site) are kindly requested to upload their presentations in PowerPoint or PDF formats to the presentation upload station located in front of the lecture halls. Presentations may be delivered on USB flash drives, external hard or solid-state drives or through virtual clouds. Please note that CD/DVD and Blue-Ray Disc drives are not available.

Presentations sent by email will not be accepted.

For the morning sessions, presentation files must be uploaded one day in advance, and for the afternoon sessions at least 3 hours before the beginning of the session. IT support will be available to assist the speakers for the presentation upload as well as in the conference halls during live sessions.

Virtual participation

The speakers who will be present remotely (online) will be connected directly to the Conference Hall via [Zoom](#). Instructions on creating a Zoom account and Zoom basic features can be found through the following link: [Introduction to Zoom](#). Online speakers must connect at least 30 min before their session starts to check the connectivity and technical aspects, such as camera, microphone, screen sharing and the presentation flow.

In addition, all remote (online) speakers must pre-record their talk in PowerPoint and upload the MPEG-4 video file (*.mp4) to the following link as a backup option: [video upload](#). Please, name the file for upload as **Last name_First name.mp4**. The pre-recorded talk will not be made available to the audience prior to the scheduled live presentation and will only be used if a problem with the connection occurs.

Pre-recorded video talks must be uploaded to the [video upload](#) link by the 10th of September 2022.



Instructions for Poster Presenters

General Instructions and Poster Formatting

Three poster sessions will be scheduled during the conference:

Monday, 19 th September	14:30 – 17:00 – virtual poster session for on-site presenters
Tuesday, 20 th September	14:30 – 17:00 – poster session for on-site presenters and virtual poster session for remote (online) presenters
Thursday, 22 nd September	16:30 – 19:00 – poster session for on-site presenters and virtual poster session for remote (online) presenters

The presenters will be informed of their allocated session for audience viewing and discussion during which time they must be available by their posters/connected online.

Please note that the **presentation of the poster contribution, either on-site or online, is required for submission of the corresponding contributed paper to the SOFT 2022 Proceedings.**

There is no official poster template for SOFT 2022.

Posters of on-site presenters must be in a portrait oriented A0 format which will be displayed on the boards in the Poster Hall. The content should be readable by viewers one and a half meters away and the message of the poster should be clear and understandable without oral explanation, covering all key aspects of the work presented.

Virtual poster presentations should be in a landscape orientation, and must be prepared as a PowerPoint, PDF and/or a 5-min MPEG-4 video (*.mp4, max 250 MB) recorded in PowerPoint, with no more than 5 slides for each of the poster presentation formats.

All posters must display the contribution title, authors, and affiliations.

On-site Participation

The poster presenters who will be present in Dubrovnik (on-site) are expected to print and set-up their posters in the Poster Hall. The following equipment will be provided by the Organizer:

- a 250 cm (height) x 100 cm (width) board suitable for the portrait oriented A0 posters,
- a sign indicating your poster ID number,
- adhesive tape for poster mounting.

Please note that the poster boards are not supplied with electricity or audiovisual equipment. The conference staff will assist you during the time of poster mounting.



On-site poster presenters will have two assigned poster sessions, one regular session in the Poster Hall (on-site), and one virtual session intended for online audience. The Monday afternoon session (14:30 – 17:00) will be allocated for virtual presentations of on-site posters to the online audience via [Fourwaves](#). Therefore, on-site poster presenters must also upload their posters in the Fourwaves platform.

Posters must be uploaded to Fourwaves by the 10th of September 2022.

Please make sure you have personal access to Fourwaves for your virtual poster session as the computers or any other devices will not be provided by the Organizer.

For more details on the online poster upload, display, and accessibility, as well as the registration to the Fourwaves platform see the *Guidelines for the Fourwaves Platform* section below.

Virtual participation

The posters of the presenters who will be present remotely (online) will not be printed nor will they be exhibited in the on-site Poster Hall.

The posters will be available online via the Fourwaves platform and will be displayed in a gallery view with search features by keyword, speaker, and poster ID. Each poster will have a dedicated page that includes the poster, as well as an embedded chat window for interactive discussion with the online audience. During the virtual poster sessions, the audience will be presented with the option to join a live video chat with the poster presenter which will allow a real time discussion and engagement.

Posters must be uploaded to Fourwaves by the 10th of September 2022.

For more details on the online poster upload, display, and accessibility, as well as the registration to the Fourwaves platform see the *Guidelines for the Fourwaves Platform* section below.

Poster Set-up and Tear Down

The on-site poster presenters are required to set-up their posters on the assigned boards in the Poster Hall one day before the poster session.

Both on-site and online poster presenters are required to upload their posters and any additional presentations materials to Fourwaves by the **10th of September 2022**.

Posters must be removed from the boards in the on-site Poster Hall at the end of each session.



Guidelines for the Fourwaves Platform

The [Fourwaves](#) platform has been chosen to host the virtual aspect of SOFT 2022. All participants, upon registration and payment of the registration fee for SOFT 2022, are added to the Fourwaves platform. A registration email will be sent to each participant allowing them to create their login credentials for the platform. Once you create a profile, you can access the conference on Fourwaves on any device through the following link: <https://event.fourwaves.com/soft2022/pages>.

All registered participants will have their abstracts automatically uploaded as a submission to the conference. Please note that abstract upload to Fourwaves will be done by the **15th of August 2022**, after which you will receive an email from Fourwaves. You will not have access to your submission before the upload is complete.

Both oral and poster presenters can update their submission and add additional materials to their submission such as:

- Slides (.ppt or pptx) – max 10 MB
- Figures (.gif, .png, .jpeg, .jpg) – max 30 MB
- Other additional material – max 30 MB
- Video (.mp4) – max 250 MB

Registering on Fourwaves

1. You will receive an email from Fourwaves (no-reply@fourwaves.com) with the subject “*Complete your registration*”. Follow the link to complete your registration after which you will receive a confirmation email from Fourwaves.
2. You will also receive an email with the subject “*Submission confirmation*” from Fourwaves confirming that your submission has been successfully added to your profile for the conference.

Uploading a Poster and Other Presentation Materials

1. Go to the event [website](#).
2. Login using your credentials (see above).
3. Click on your submission title from the pop out menu accessible when you hover your mouse over your profile picture (initials) located at the top right corner of the page.
4. Add or modify the content of your submission and press “Save form” when you are finished.

*More information on submission access and editing as well as instructions on how to prepare your presentation can be found at the following links:

<https://help.fourwaves.com/how-to-access-and-edit-my-forms>,

<https://help.fourwaves.com/how-participants-can-upload-their-poster>.



Using the Fourwaves Platform

A video summary of how to use the platform can be found at the following link:

<https://help.fourwaves.com/how-does-the-virtual-poster-session-platform-work-the-day-of-the-event>.

Once logged into the conference website on Fourwaves, you can browse through the conference content using the links listed on top of the page. There you can browse through the list of participants, presentations, speakers, see the conference schedule and other content, as well as the quick help videos. The content of each of these pages can be filtered.

You have the option to read the abstract of each presentation and see any additional content the presenter has uploaded by selecting a presentation from the “Presentations” tab. From this page you can also:

- **Upvote** presentations that you like,
- **Bookmark** presentations to find them easier later,
- Leave a **comment** (‘Ask a question’) on the presentation page which will be visible to the presenter and anyone viewing the page. The presenter will also be notified by email for each comment,
- **Contact** the presenter directly through email.

Live Sessions

All live presentations (talks taking place in the conference halls) will be accessible in their designated virtual rooms where an embedded Zoom window will allow you to listen, watch and subsequently participate in the Q&A through chat box only.

Virtual Poster Sessions

A video summary of the virtual poster sessions can be found at the following link:

<https://help.fourwaves.com/how-does-the-virtual-poster-session-platform-work-the-day-of-the-event>.

We encourage all participants to watch the short video (2 min) to take the full advantage of the platform and make the conference more fruitful.

For poster presenters, we encourage to also watch the following short video (2 min) outlining how to present your poster during your assigned virtual poster session:

<https://help.fourwaves.com/how-do-presenters-join-and-deliver-a-virtual-poster-session>.



Guidelines for B2B

Business to Business (B2B) meetings will be organized during SOFT 2022 using the [b2match](#) platform. This platform offers abilities to engage in business-to-business activities, to organize one-on-one meetings and find new business partners.

With your registration to the conference, you will automatically be given access to the b2match business platform, and we encourage you to explore it.

To access b2match, log into Fourwaves and navigate to the B2B page using the navigation tabs located on the top of the page. There you will find a link allowing you to complete your registration for b2match and additional information on how to access the platform.

Final Remarks

All SOFT 2022 presenters, oral and poster, on-site and online, are encouraged to engage in the virtual aspect of the conference, to exchange ideas, participate in discussions and interact with the audience using the full capabilities provided by Fourwaves and b2match throughout the entire duration of the conference.